

**DIRECTIONS FOR COMPLETION OF
THE READING FIRST SECOND YEAR
(LEA) APPLICATION**

Submit an original and three copies postmarked by March 1, 2005 to the following address:

Federal Discretionary Grants
Department of Elementary and Secondary Education
205 Jefferson Street, PO Box 480
Jefferson City, Missouri 65102-0480

Narratives must be typed, confined to space provided, and restricted to 10-12 pt. font size. If you complete the application on-line it is set to a default font of 10 pt. **No attachments will be accepted with the application.**

SECTION I - FOR DESE USE ONLY

The signature of the authorized DESE official is for Department use only.

SECTION II - TOTAL BUDGET

Budget totals must be completed and shown in the grid.

SECTION III - DISTRICT AND PROGRAM INFORMATION

List the name of the District that will be serving as the fiscal agent for the grant and indicate the board-authorized representative. Complete the grant contact information. The grant contact should be someone who knows the grant well and will be in daily contact with the project staff.

SECTION IV - ASSURANCES AND CERTIFICATION

Original signature of the superintendent or authorized representative guarantees all assurances will be met.

SECTION V - PROGRAM GOAL AND OBJECTIVES

The program goal is that all students will read at grade level or above by the end of third grade. The district can write up to 5 objectives that support the program goals. At least two objectives must be related to student learning and at least one objective to professional development. Additional objectives can be added to fit the needs of your students and/or staff. Objectives must be written to include the following information: who are the learners, what will they do, how well will they do it, how will it be measured, and the timeframe.

SAMPLE: By the end of each school year, beginning with 2004-2005, an increase of 15% of all K-3 students, including those in special subgroups, will be reading at grade level as measured by the Terra Nova or 3rd Grade MAP communication arts.

SECTION VI A. - BUILDING CONTACT DATA TABLE

Indicate the building code for each building in your district that will receive grant funds and that building's contact.

BUILDING CODE	BUILDING NAME	BUILDING CONTACT	BUILDING CONTACT PHONE	BUILDING CONTACT E-MAIL
4020	Crocodile Rock School	Jane Doe	(573) 555-5555	webreplyimprfdg@dese.mo.gov

SECTION VI B. – BUILDING COACH DATA TABLE

Complete the data below for each Reading Coach in your district. Include their name, building name, building code in which they are located, work/building address, e-mail, phone, and fax number.

SECTION VII A. – DISCUSSION OF YEAR ONE

Describe progress made toward the objectives in year one. Discuss the challenges and accomplishments of year one.

SECTION VII B. – DISCUSSION OF YEAR TWO

Discussions, projections, demographics of year two.

SECTION VIII – BUDGET NARRATIVE

Describe the building and district budgets for year two by the following budget categories: 6100: Salaries, 6200: Employee Benefits, 6300: Purchased Services, 6400: Materials/Supplies, and 6500: Capital Outlay.

SECTION IX – BUDGET

Section IX - A. Second Year Reading First Building Budget: This section is to be copied and completed for each building. Each building budget subtotal needs to be transferred to *Section XVIII - E. Reading First Budget Summary*.

Section IX - B. District Budget: Can provide: reading coaches, comprehensive reading series, supplemental materials, intervention materials, assessments, professional development (building, district, and state).

Section IX - C. Reading First Budget Summary: These totals need to be transferred to page 1 *Section II – Total Budget*.